

CAMPS Counselor

IDA L. CASTRO, COMMISSIONER

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SPECIAL NEWSLETTER – PREMIERE ISSUE

“CAMPS” is coming

A NEW WEB-BASED PERSONNEL ADMINISTRATION SYSTEM

COMING SOON TO A COMPUTER NEAR YOU!

The New Jersey Department of Personnel (DOP) works not only to serve our county and municipal clients, but also to listen to your needs and tweak our processes to best fit those needs. One of the most frequent requests that we've received over the past few years is to bring our personnel system online. As a result of these requests, we are now introducing a new web-based personnel administration system coming to county and municipal government agencies in 2004. Because we in government are partial to acronyms, you will come to know the new County and Municipal Personnel System as **CAMPS**. This introductory newsletter, and those that follow, will inform you about this new system, and how it will help your personnel needs.

A Special Thank You

While working on the design and testing of CAMPS, we invited some of our high volume local government customers to participate in the review of the systems design. Your feedback has been invaluable in helping us to design the best product for all of our customers.

How CAMPS Helps You

The County And Municipal Personnel System (CAMPS) will be web-enabled and easily accessible to local government appointing authorities through an Internet web-site. System security and a user-friendly environment will allow local government users to directly enter personnel action requests for online submission to the Department of Personnel.

The DOP's new way of doing business will offer many great features that will streamline your personnel system, including:

- Faster and improved employee data capture;
- Control of employee transactions at your fingertips;
- Instant access to generating employee reports, such as: active/inactive employee listings by appointment types and/or titles;
- Temporary (TA) and Provisional Appointment (PA) reports;
- Employee files, and therefore reports, will be more accurate and complete due to the new system-edit-features.

The Department of Personnel's **CAMPS** will provide a more effective and efficient system for your use in employee record management. The system has value-added features, which have been designed for exclusive use by

local government. If a local government so desires, CAMPS could be its sole personnel management system in conjunction with its payroll system. Future newsletters will highlight these features.

CAMPS Next Steps

Online implementation of **CAMPS** will begin first in DOP, until we are confident that the system is ready to serve our customers. Once testing is complete, local governments will be gradually brought online to the system.

CAMPS Next Steps

Phase 1 – DOP will conduct an in-house test of the system

Phase 2 – A small group of local government jurisdictions, selected based on their current high DOP system usage, will join in the user test phase.

Phase 3 – Implementation will occur after the DOP test phase. All county and municipal agencies will begin using new transaction forms once the DOP implementation has occurred. Forms will be e-mailed or faxed to DOP until your jurisdiction is brought online.

(more)

Phase 4 – Over time, groups of agencies will be provided online access to **CAMPS** to begin entering transactions directly into the system.

CAMPS Training

We know that learning a new system will present some challenges, and we want to assure you that we are here to help. You will receive guidance and training on the new system in the coming months. Portions of that training will include:

Area Meetings

As we prepare to roll out this system, **CAMPS** Information Sessions will be held throughout the State.

We will inform you of the dates and times of these **CAMPS** Information Sessions in future newsletters.

We urge all appointing authorities and all staff involved in handling Merit System actions to attend one of these critical information sessions.

Helpdesk

As your agency comes online, you will have access to our **CAMPS** Helpdesk to ensure a smooth transition.

CAMPS Counselor Newsletters

This newsletter will bring you updates to ensure your success in navigating the new system.

Regional User Groups

If there is sufficient interest, DOP will help coordinate regional user groups to help with skill

development and problem-solving for participating **CAMPS** users.

CAMPS Forms

The forms that you have been using (the DPF-67, New Hire form and the DPF-66A, Interim Profile form) will soon be obsolete. They will be replaced by new **CAMPS** forms to be submitted online (participating agencies) or submitted through fax/mail for those agencies not yet participating in the online system. You will soon be notified as to when you must begin using the new **CAMPS** forms.

To provide you with the most complete employee information, the new **CAMPS** forms will ask for additional employee data and have “**required fields**” to complete. Accurate completion of these forms ensures faster service, as complete employee information is needed by the participating agencies and by the Department of Personnel.

What should we be doing to prepare for CAMPS?

The Department of Personnel encourages you to:

- Schedule yourself and other key staff to attend a **CAMPS** Information Session in your area. You will be notified of the dates of these meetings shortly;
- Begin reviewing and updating employee records to ensure they are accurate and complete; and
- Submit all updated information to your Customer Service Team.
- You will be receiving an e-mail or fax shortly, alerting you to the availability of the new **CAMPS** website.

DOP’s web-site will include links to the new **CAMPS** forms, user guides, and the dates and locations of the Information Sessions. We recommend that you start getting to know the system.

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While any new system needs time and trials to work out all the kinks, we want you to know that we will support you every step of the way. We promise to do all we can to make the transition a smooth and easy one. The Department of Personnel is looking forward to this new, innovative and timely approach to conducting business with your agency.

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For additional information, please contact Mark Van Bruggen at (609) 292-8452.

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